

NOTICE TO CONSULTANTS REQUEST FOR PROFESSIONAL SERVICES

Background: In accordance with section 103D-304 Hawaii Revised Statutes, the City and County of Honolulu (City), Department of Budget and Financial Services plans to use professional services in the practice of transportation system development financial analysis and urban development planning to conduct alternative funding and financing analysis based on the City's High Capacity Transportation Project (HCTP). Funding for the work is contained in the City's FY 2006 Executive Operating Budget and program.

Objective: To provide a Multi-Modal Transportation Financial Analysis and to support the Mayor's Committee on Alternative Funding for Transportation (Committee). Various alternative and value recapture analysis will be performed to examine their applicability to the HCTP and the potential return in relation to public policy. Work will include an in depth analysis and recommended alternatives of the potential funding mechanisms and revenue streams associated with the Oahu HCTP available to supplement the general excise tax surcharge, federal appropriations and city general and capital improvement project funds already identified.

Scope of Work: The consultant selected will work with the City for a period not to exceed one year. Initial analysis and recommendations will be completed within six months. Final reports and recommendations will be completed within one year. The consultant will provide the following services:

1. Production reports outlining the various revenue sources and funding alternatives that may be used on the Oahu HCTP, identification of methods that have been used worldwide, their success and the financial and land use and economic development implications;
2. Production of a report outlining the impact of the high capacity transit project on the overall economy, land values, tax revenues and available sources of City revenue currently being realized or not;
3. Production of a report outlining recommendations and preferred alternatives. This will be a two stage analysis first identifying those sources available under existing statutes and ordinances and secondly those requiring legislation;
4. Make oral presentations to the City and the Committee of the findings and conclusions;
5. Provide direct consultation with the City and the Committee on questions posed by either;
6. Attend and be available for Committee and City meetings on the subject matter of the reports as requested; and
7. Alternative methods of obtaining revenue from the HCTP; and
8. Production of an analysis of, and recommendations on, State and City statutory or rule modifications, if required, to take advantage of the proposed alternatives.

SUBMITTAL MATERIALS REQUIREMENT

1. Letter of Interest.
2. Information on the Firm:
 - a. Name of the firm, the principal place of business, and location of all of its offices;
 - b. The age of the firm and its average number of employees over the past five years;
 - c. The education, training and qualification of key members of the firm;
 - d. The name of five clients who may be contacted, including at least two for whom services were rendered for projects similar to this project;
 - e. Past records of performance on contracts with respect to cost control, quality of work and ability to meet schedules; and
 - f. Any promotional or descriptive literature which the firm desires to submit.
3. Other related information:
 - a. Proposed staff commitment and descriptions of their roles and responsibilities;
 - b. Qualifications/experience and capabilities of the proposed staff. The information provided shall at a minimum include:
 - i. Substantial involvement in financial planning and analysis associated with transportation projects;
 - ii. Preparation of conceptual financial plans for large scale municipal land use, real estate and/or transportation projects;
 - c. Qualifications/experience and capabilities of the firm with respect to the tasks related to the project. Provide a list of Municipal and Transportation financial projects undertaken and completed within the past 10 years. Include the client, dates, cost of the projects and the scope of services performed;
 - d. The proposed approach to conduct the project; and
 - e. Any other pertinent information that should be considered in the evaluation of the firm's qualifications.
4. Additional supporting materials including descriptive literature may be submitted but are not required.

DEADLINE

1. An original and six (6) copies of the SUBMITTAL MATERIALS packet shall be submitted no later than April 27, 2006, 4:30 p.m. Hawaii Standard Time to:

Mr. Daniel Orodener
Office of the Mayor
530 South King Street
Honolulu, Hawaii 96813

2. No facsimile will be considered. The contract for this project will only be awarded to a firm that demonstrates the ability to provide all of the services required for the project. Submittal materials submitted for only parts of this project will be considered non-responsive to this notice.

Any inquiry regarding the services required shall be directed in writing to Mr. Daniel E. Orodener, Office of the Mayor, at the above address, or dorodener@honolulu.gov.



MARY PATRICIA WATERHOUSE, DIRECTOR
Department of Budget and Fiscal Services
By order of MUFI HANNEMANN, MAYOR
City and County of Honolulu

